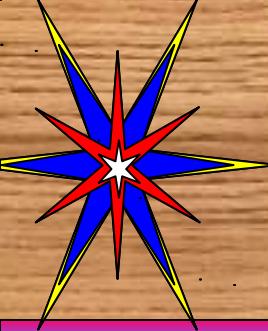


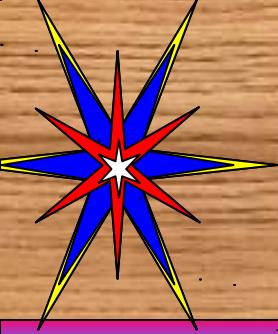
Pre-Collections Enabling Learning Objectives

- 1. List the criteria for observers.**
- 2. State requirements for the holding area.**
- 3. Select from a list the responsibilities of the commander, UPL and observer in the biochemical collection program.**
- 4. Select from a list valid excuses to be exempt from a test.**
- 5. Select from a list criteria for setting up the UPL station.**
- 6. Select from a list proper notification procedures.**



Pre-Collection Procedures

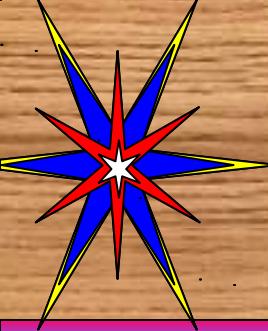
- The commander and UPL determine a date for a unit urinalysis and the percent of the unit or number of Soldiers to be tested.
 - The commander may delegate this responsibility to the UPL and/or the 1SG; but the commander must still order the test.
 - The commander may elect not to inform the UPL of the test date until the day before or the day of the urinalysis.



Pre-Collection Procedures

- The UPL or commander notifies IBTC of the test date and number of personnel to be tested.

NOTE: Although, the urinalysis program is a commanders program and the commander should be allowed to test when he/she feels it is necessary, most installation IBTCs require the UPL or commander to schedule a specimen turn-in date. This is required by the IBTC so he/she can manage workload. The commander can still test on the day he/she desires, but specimens may have to be stored at the unit until they can be turned in (Check with your local IBTC and installation SOP for further instructions).

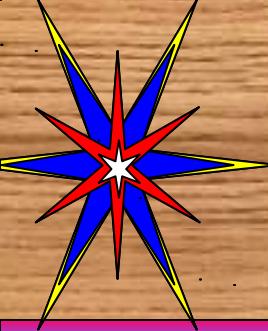


Pre-Collection Procedures

- **The UPL ensures collection supplies are available:**
 - **At a minimum the UPL should maintain the supplies needed to conduct 12 tests (one box).**
 - **ACSAP recommends that units maintain enough supplies to conduct an Inspection Unit, based on assigned strength, and then replenish the used supplies when specimens are turned-in.**
 - **Some installations require the UPL to pick-up supplies from the IBTC prior to each unit urinalysis.**

NOTE: Check with your IBTC and installation SOP for guidance.

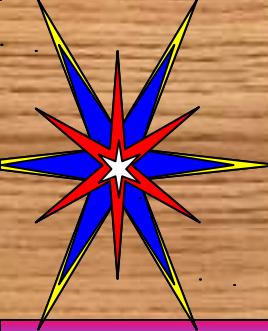
[**Click here to see a Supply List**](#)



Pre-Collection Procedures

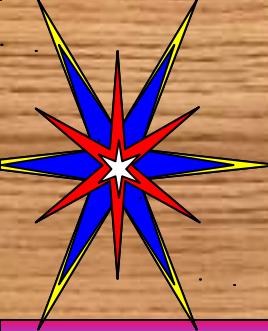
- The commander selects personnel to be tested.
 - The commander may delegate this responsibility to the UPL or 1SG.
 - Personnel selection may be conducted prior to the actual test date.
 - Use of the DTP software for random selection of personnel is the preferred selection method.
 - If a method other than DTP is used, ensure that the selection process is truly random.

NOTE: A UPL cannot handle his/her own specimen. If the primary UPL is selected to test, then the alternate UPL must collect the specimen.



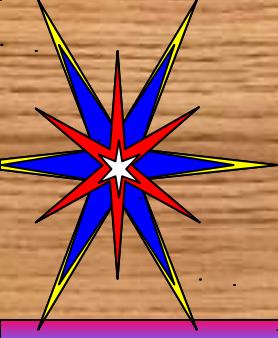
Pre-Collection Procedures

- The commander ensures selected personnel are notified.
 - Preferably with less than 2 hours notice, but no more than 6 hours notice.
 - Ideally personnel are notified and called out at a formation (morning, PT, recall, etc).
 - An alert can be called to notify personnel, but remember not to tell the Soldiers that it's a urinalysis. Also, if your unit only calls an alert for a urinalysis then give the Soldiers less than 2 hours to report.



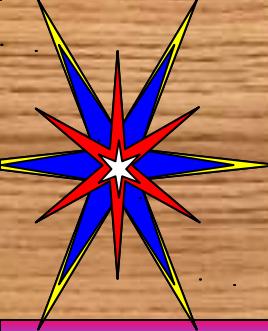
Pre-Collection Procedures

- **UPL obtains collection supplies and sets up UPL station.**
 - **Ensure you have sufficient supplies for the number of specimens you will collect plus 10%.**
 - **You should set up your table in a non-carpeted area with your back to a wall.**
 - **The UPL station should be as close as possible to the latrine(s) that will be used for the collection.**



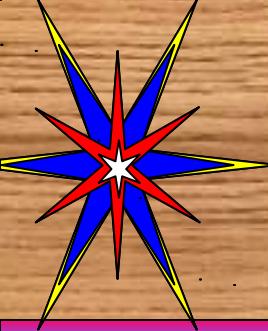
Pre-Collection:UPL Station

- The UPL station may be the same area as the holding area, although having separate areas is preferred.
- You should have a table with sufficient space to perform your assigned duties.
- In addition to supplies the following should have the following at the UPL station:
 - Copy of AR 600-85
 - Copy of installation and unit SOPs
 - Copy of MACOM and/or installation policy letters
 - UPL appointment orders
 - Disinfectant and materials for a possible spill



Pre-Collection Procedures

- **UPL inspects the latrine(s):**
 - **UPL checks the latrine(s) before the collection starts.**
 - **Ensure all cleaning agents (cleansing powder, bleach, etc) are removed from the area.**
 - **Ensure paper towels and hand soap are available at the wash basin to allows Soldiers to wash their hands after providing their specimen.**
 - **Place “OFF LIMITS” sign on latrine for non-testing personnel.**

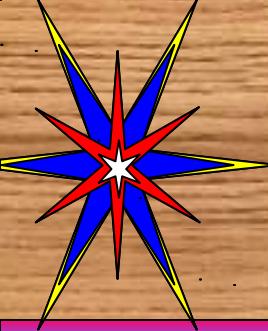


Pre-Collection Procedures

UPL inspects the latrine(s): View a latrine inspection.

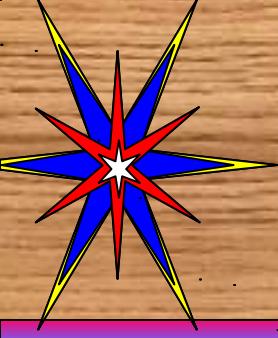
1. Click on the **View Video** link below
2. Watch the video
3. Close the video
4. Go to next slide

View Video



Pre-Collection Procedures

- **The UPL sets up the holding area**
 - **The commander is responsible for selecting the holding area NCO or officer, but may delegate this responsibility to you or the 1SG.**
 - **The holding area should be near the UPL Station.**
 - **Selected personnel should report directly to the holding area after being notified of their selection.**

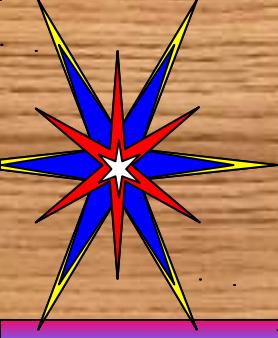


Pre-Collection: Holding Area

- **In cases in which individuals are not in a formation or must get transportation to the test site, they will report within 2 hours.**
- **Non testing personnel are barred from the holding area.**
- **A source of water should be supplied in the holding area. Donors should drink one 8 oz glass of water every half hour, not to exceed 40 ounces.**

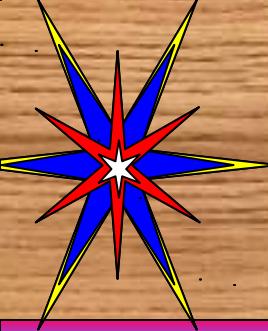
NOTE: Other sources of fluid are acceptable, i.e. coffee, soda etc.

- **Personnel will remain in the holding area until ready to provide a specimen.**



Pre-Collection: Holding Area

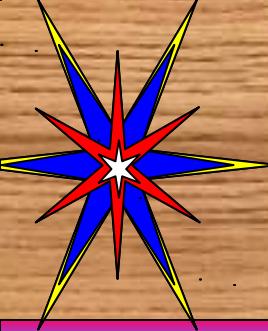
- Personnel are not allowed to leave the holding area until they have donated an acceptable specimen.
- In exceptional cases an individual with an NCO/officer escort and permission of the 1SG or commander may leave for a brief period.
- Personnel in the holding area should not be allowed to lounge and/or sleep. If you keep them busy, then they will provide a specimen sooner. Try providing Alcohol & Drug awareness training by an alternate UPL or some other training activity.



Pre-Collection Procedures

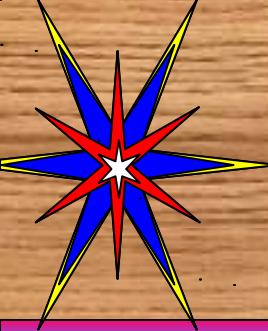
- I Commander selects observers - this is a commanders responsibility but may be delegated to the UPL or 1SG.

NOTE: Observers may be selected prior to the test date, but should not be notified of this duty until the selected Soldiers are notified. The less personnel that are aware of the test date the better your smart testing will be.



Pre-Collection: Observers

- **Criteria for Observers:**
 - **NCO or Officer (E-5 or above).**
 - **Same gender as the personnel being observed.**
 - **Possesses sufficient maturity and integrity to preserve the dignity of the Soldier being observed.**
 - **Not currently enrolled within the ASAP Rehabilitation Program or currently under investigation for any substance abuse related offense.**

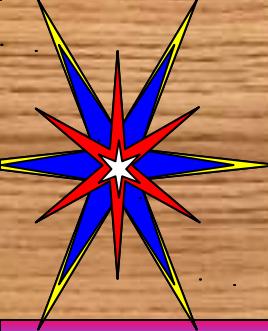


Pre-Collection Procedures

- **UPL briefs observers:**
 - The UPL will verbally brief each observer on the collection process and demonstrate how to directly observe a Soldier.
 - The UPL will ensure that each observer reads and signs an observers memorandum. Their signature on the memorandum signifies that they understand and will comply with their duties and responsibilities.
 - Click the buttons below to view an example of an observers memorandum and get more information on observers. Note: Close MS Word when you are finished to return to this presentation.

[Observer Memorandum](#)

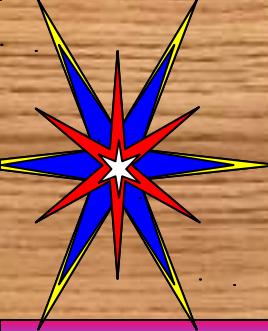
[Observer Presentation](#)



Pre-Collection Procedures

- Commander briefs selected personnel.
 - The commander's briefing is basically the order for a Soldier to provide a specimen and states why the commander is testing the selected Soldiers.
 - Although command presence is strongly encouraged, the commander may delegate the UPL or 1SG to give this briefing.
 - Click the button below to view an example of a commanders briefing. Note: Close MS Word when you are finished to return to this presentation.

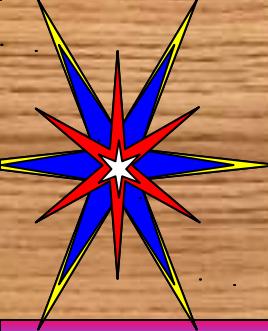
[Commander's Briefing](#)



Pre-Collection Procedures

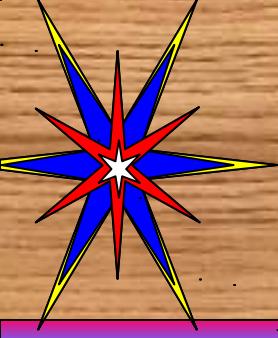
- **UPL briefs selected personnel, preferably in the holding area.**
 - **The UPL will ensure that all personnel selected for testing receive the briefing. Soldiers that arrive after the test starts should be read the instructions by the holding area NCO/officer, the commander or the 1SG.**
 - **Click the button below to view an example of a UPL briefing. Close MS Word when you are finished to return to this presentation.**

UPL's Briefing



Pre-Collection Procedures

- **Soldiers selected for testing and present for duty WILL provide a specimen.**
- **Excusing anyone selected could invalidate all the specimens collected.**



I can't give a sample Because...

Below are a list of some of the frequent excuses by Soldiers. None of these reasons are valid to exempt a Soldier from a test or change the reason for the test.

- "I'm Pregnant."
- "I'm on my period."
- "I'm taking medication that turns my pee orange (blue)."
- "I'm taking prescription medication."
- "I have to dispatch a truck."
- "I want to self refer myself, I have a problem."

- "I am enrolled in the ASAP, it should be a rehabilitation test"

NOTE: If a Soldier enrolled in the ASAP is selected randomly or on a 100% test, then the test it is not a rehabilitation test, it is an inspection test.